



USAID | GUATEMALA

DEL PUEBLO DE LOS ESTADOS
UNIDOS DE AMÉRICA

SOLICITATION NUMBER: 72052022R10001
ISSUANCE DATE: 10/01/2021
CLOSING DATE/TIME: 10/15/2021 03:00 pm Guatemala time.

SUBJECT: Solicitation for a **Cooperating Country National or Third Country National Personal Service Contractor (CCNPSC) – (Local Compensation Plan)**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Guadalupe Ramirez
Digitally signed by
Guadalupe Ramirez
Date: 2021.09.24
07:49:44 -06'00'

Guadalupe Ramirez
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION No.:** 72052022R10001
- 2. ISSUANCE DATE:** October 01, 2021
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:**
October 15, 2021 at 03:00 pm local time
- 4. POINT OF CONTACT:** Andrea Gramajo, e-mail at agramajo@usaid.gov
- 5. POSITION TITLE:** USAID Accountant FSN-430
- 6. MARKET VALUE:**
Q.283,056.00–Q.438,738.00 equivalent to FSN-10. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of *USAID/Guatemala*. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:**
The period of performance is five (5) years, estimated to start o/a March, 2022. The services provided under this contract are expected to be of continuing nature that will be executed by USAID through series of sequential contracts, subject to the availability of funds. Candidate must be able to begin working within a reasonable period (04 weeks) after receipt of agency authorization and/or clearances/certifications or their candidacy may end.
- 8. PLACE OF PERFORMANCE:**
Guatemala with possible travel as stated in the Statement of Duties.
- 9. ELEGIBLE OFFERORS: CCN.**
All interested candidates eligible to work in Guatemala. Cooperating country national (CCN) is defined as an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
- 10. SECURITY LEVEL REQUIRED:**
Regional Security Office Background Check.
- 11. STATEMENT OF DUTIES**

1. *General Statement of Purpose of the Contract.*

This Accounting position is located in the Office of Financial Management (OFM), USAID/Guatemala, in Guatemala, Central America, and works under the direct supervision of Chief Accountant. It covers Guatemala (part of the Administration's Northern Triangle Initiative) and the activities of the HIV Regional (Central America) PEPFAR Program (The President's Emergency Plan for AIDS Relief).

Serves as an Accountant covering the Mission's three Development Objective Teams in Health and Education, Democracy and Governance, and Economic Growth and financial management of the Mission's program and operating expense (OE) funds.

The position serves as a primary point of contact and accounting specialist responsible for analyzing, evaluating, and coordinating on a complicated and board-based portfolio. Accounting functions include funds control, posting of obligations, Development Objective Agreements (DOAGs), unilateral obligations, and sub obligations, accruals, 1,311 reviews, de-obligations, contract close-out actions, financial reporting and preparing Washington data calls, and budgeting, while maintaining the integrity of the Agency's automated accounting system and data. Administers the Mission's operating expense and program support funds and provides funding and approval for GLAAS and E2 actions.

The position is also responsible for OE functions with additional management responsibilities for accounting and budget administration, financial planning, formulation, forecasting, analysis, execution, and reporting for USAID/Guatemala. Subject Matter Expert (SME) for all OE and split funded procurements. H/She serves as the Mission's financial management specialist for International Cooperative Administrative Support Service (ICASS) related issues and serves as the Point of Contact (POC) for procurement actions initiated by the Embassy that involve USAID/Guatemala funding, program and OE.

2. *Statement of Duties to be Performed*

Accounting, Budgeting, and Funds Control: 55%

Prepares and posts commitments, obligations, sub-commitments, and sub-obligations for an annual program Operating Year Budget (OYB) for 2021 of approximately \$260 million for a rapidly growing Mission program, OE and program funded operating expenses, and various types of project obligations and commitments, including complex DOAGs, grants, cooperative agreements, and contracts for USAID/Guatemala and the regional PEPFAR program in Phoenix (USAID's accounting system of record). Also reviews and analyzes for posting intra/inter-Agency charges from the Intra-Governmental Payment and Collection (IPAC) and ICASS invoices for posting in Phoenix. Assures that effective accounting procedures and adequate documentation exists to verify and audit all postings.

Resolves ongoing issues and difficulties in processing commitments, obligations, sub commitments, sub obligations, disbursements, and collections of OE and program funds. Ensures that postings of transactions in Phoenix (i.e., commitments/sub-commitments, obligations/sub-obligations, disbursements, collections, and accruals) are correct and timely, and sufficient funds are available for all commitments and obligations in role managing funds control.

Advises the Chief Accountant and Controller on the status of funds. Calculates and inputs quarterly accruals into the accounting system for Mission support and technical offices. Provides funding and review for GLAAS and E2 actions. Reviews and posts 1190s for employee allowances.

Develops different obligating and reporting structures in Phoenix, the Agency's accounting system of record, in coordination with PPSO (the Program Office), to facilitate the recording and tracking of bilateral obligations, Also, coordinates and reviews the accuracy of all DOAG amendments and new bilateral obligating instruments, including the accurate reporting of all unilateral obligations.

Works with the Accounting Section and other offices, including the Executive Office (EXO), to identify and quantify all costs that should be program and split funded and percentages (OE and Program). Prepares and posts journal vouchers (JV) and SF-1081 to increase and/or decrease existing obligations, correct obligations, and transfer of disbursements and collections.

Responsibilities include leading on budget preparation and formulation for post and Washington exercises for USAID/Guatemala's operating expense (OE) and program support budgets. FY 2021's approved OE budget is \$6.6 million, and the program support budget is \$13.0 million, for a total of \$19.6 million. Forecasts and tracks current year budget cost increases, reductions, and inflationary impacts based on analysis of prior year costs and planned actions.

Prepares annual and special budgets and budget reports as requested by the Mission and USAID/Washington. Reporting includes preparing the Mission Quarterly Spend Plan, annual Zero-Based Budget Exercise and the different scenarios used in the Zero-Based Budget, and the Operational Resource Request (ORR) using the Budget Formulation Tool (BFT). Enters all data and information in the BFT, and other budget tools as required to assure accuracy. Assists with drafting the annual budget narratives and works with EXO on the workforce tables for the BFT.

Financial Management: 25%

Provides analysis and interpretation of data to create useful and timely reporting that supports managerial decision making. Conducts quarterly Section 1311 reviews of the validity of commitments, obligations, sub commitments, and sub obligations and recommends the de-commitment and de-obligation of funds determined to be in excess of actual requirements. Documents all decisions, obtains necessary approvals, and takes required actions to update the accounting system and maintains files for audit purposes.

Performs quarterly review of obligations and sub obligations for quarterly Washington Auto De-Ob process for small procurements and travel authorizations in E2. Performs quarterly analysis of ULOs per Washington reports, which are obligations/sub obligations with no disbursements for over three years, for de-obligation/de-sub obligation.

Documents and posts quarterly accruals with Mission support and technical offices. Review's backup and documentation provided for accuracy and adequacy. Prepares annual severance pay obligation deposit for the FSN Trust Fund and quarterly reconciliations.

Analyzes the target, mid-year, and final ICASS budget and voucher submissions. Keeps abreast of the current ICASS policies and regulations. Performs in-depth reviews of all the workload counts (both OE and program) and analyzes the cost factor distribution, counts and percentages upon which ICASS invoices are based. Applies analytical skills to identify opportunities for cost reductions, prepares scenarios to illustrate impacts of decisions, and makes recommendations on how cost savings can be achieved.

Verifies that ICASS charges are reasonable and correctly charged to Mission technical offices and appropriations. In consultation with the Chief Accountant, Controller, and the Executive Officer, takes appropriate steps to correct erroneous ICASS charges in coordination with the embassy. Monitors the Non-expendable property accounting and reporting and periodic check of inventory records with the EXO/Procurement Official.

Creates Master Funding Documents (MFD) and Miscellaneous Obligations (MO), including backup documentation, calculations, and spread sheets. Performs analysis of MFDs and MOs documents, obligations, and sub-obligations to increase or decrease postings, correct or change postings, and SF1081s to transfer disbursements and/or collections between appropriations.

Leads the FMO team in the yearly budget formulation and execution; coordinates with EXO/HR the workforce information, coordinates that OE and Program data cost is consistent, and inputs all the data using the Budget Formulation Tool.

Performs financial analysis necessary for budget formulation for post and Washington exercises for USAID/Guatemala's operating expense (OE) and program support budgets. Includes forecasting and analysis of the current year budget needs due to cost increases, reductions, and inflationary impacts. Reporting includes preparing the analysis of the different scenarios used in the Zero-Based Budget Exercise, Budget Formulation Tool (BFT) and other Post and Washington budget exercises.

Regularly tracks and prepares reports on the current availability of unobligated and unsub obligated OE and program administration and oversight funds throughout the year based on approved budgets and projections for the Controller. Also prepares analysis for Quarterly Mission Spend Plans for Washington and advises the Chief Accountant and Controller on the status of funds.

Accounting, Funding, and Posting for Department of State (State) Initiated Actions: 10%

Provides coordination, guidance, funding, and cross walks for State procurements, vouchers, and cashier transactions on behalf of USAID. Includes follow-up on accruals and liquidation of obligations. Has a role in Ariba (State's procurement system) to provide fund sites for USAID procurements. Creates and posts obligations and sub obligations, Master Funding Documents (MFD), Miscellaneous Obligations (MO), and Journal Vouchers (JV) in Phoenix, as required.

Pre-audits and posts payments in Phoenix made by the Embassy on behalf of USAID/Guatemala, including residential repairs, rents, and utilities, travel authorizations and per diem for drivers, procurements, and ICASS vouchers. Monitors the proper application of USAID funding, maintains back-up documentation for all transactions and posting in Phoenix, and inquires and follows up as necessary on corrections and required documentation.

USAID/Guatemala recently closed its cashier, relying on the embassy to process deposits, cash payments, and cash advances. In Guatemala a large number of venders do not accept electronic funds transfers, requiring cash payments, increasing State processed transactions. Also, in 2022, USAID will begin co-location with the embassy, further increasing our reliance on State processes and services. Identifies areas for improvement in accounting, budgeting, and reporting on State transactions. Analyses new and revised procedures as they affect workloads.

Audit Management and Data Calls: 10%

Serves as a resource for financial management information for audit inquires as assigned. Advises technical teams on financial management and accounting rules and regulations, and the efficient and cost-effective use of funds. Carries out these functions in a complex accounting environment where the

technical team activities operate in Guatemala and in Regional Central American countries for PEPFAR programs.

Coordinates with external auditors on financial audits/reviews of the local currency trust fund and with the Office of Inspector General (OIG) on Government Management Reform Act (GMRA) audits. There are various audit and financial review assignments carried out every year, either conducted by USAID/Guatemala's approved audit firms or the OIG. Assists the Chief Accountant in gathering and supplying the information required for these audits.

Also responds to numerous data call requests from the LAC Bureau and Washington offices, such as the quarterly calculation of severance pay, annual leave balances, quarterly exception memo reporting, and documentation for the GMRA and any other audit purpose.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy

12. PHYSICAL DEMANDS:

The position does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

1. **Education:** Successful completion of University Degree or host country equivalent – in accounting, finance, or business administration from a recognized university is required.
2. **Prior Work Experience:** A minimum of five years prior work experience in an accounting or financial management office.
3. **Language Proficiency:** The Level IV English ability (reading, writing, and speaking) is required. Proficiency (Level IV) in Spanish language (reading, writing, and speaking) is also required.

III. EVALUATION AND SELECTION FACTORS AND CRITERIA

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

The evaluation and selection criteria of the selected candidate will be based on a review of his/her qualifications, work experience, knowledge, skills and abilities, and level of language required. The applicants who obtain the highest score based on the criteria defined will be interviewed and may also be required to pass a written test (depending on the TEC Chairperson's decision). The security clearance and medical clearance is required for the top-ranking candidate, after conducting and receiving the positive reference checks.

- a. **Education (10 points)** Successful completion of University Degree of host country equivalent – in accounting, finance, or business administration from a recognized university is required.
- b. **Prior Work Experience (55 points)** A minimum of five years prior work experience in an accounting or financial management office.
- c. **Skills and Abilities (35 points)** The ability to understand and apply complicated regulations, guidance, directives, and procedures relating to accounting, financial management, funds control, and budgeting is required. Skills in MS Office, specifically Excel, Google, and accounting, budgeting, travel, and computer software programs and applications is also required. Must have the ability to effectively communicate both orally and in writing. Must have proven ability to multitask and possess excellent workload management skills in order to ensure the smooth and efficient “document flow” in finance office.

Total Possible Points: 100 points

After the closing date for receipt of applications, all applications will initially be screened for conformity with minimum requirements and a shortlist of applicants developed. Applications from candidates which do not meet the required selection criteria will not be scored.

A committee will be convened to review the shortlisted applications and evaluate them in accordance with the evaluation criteria. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

USAID reserves the right to interview only the highest ranked applicants in person or virtually OR not to interview any candidate.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

Reference checks will be conducted by Human Resources only for the successful candidate. If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the application letter.

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit the offer form DS-174 (EMPLOYMENT APPLICATION FOR LOCALLY EMPLOYED STAFF OR FAMILY MEMBER) which is available at the following link:
https://www.usaid.gov/sites/default/files/documents/1877/LOCALLY_EMPLOYED_STAFF_APPLICATION_FORM_DS-174.pdf

2. Offeror must also submit a signed cover letter and a resume written in English.
3. Minimum of three (3) and a maximum of five (5) professional references with e-mail contacts, who are not family members or relatives. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.
4. A supplemental document with written responses to the Evaluation Factors listed under Section III.
5. Relevant educational certificate (s) and work permit or residency permit.
6. Offers must be received by the closing date and time on the first page of this solicitation and submitted via email to Guatemalavacancies@usaid.gov.
7. Offerors submissions must clearly reference the Solicitation number on all offeror submitted documents.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The CO will provide the successful Offeror instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Security Eligibility/Facility access
2. Medical Clearances or Statements
3. Other required documents, in coordination with relevant M/Bureau offices regarding contractor workspace, use of government furnished equipment, and remote access as applicable.
4. Financial Disclosure, as appropriate

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. BENEFITS:
 - a. Health and life Insurance
 - b. Retirement plan (if applicable)
 - c. Annual and Sick leave
 - d. Annual bonuses: Bonus 14 and Christmas Bonus
 - e. Annual performance bonus (MBC Reward, as applicable)
 - f. Local and American Holidays

in accordance with Mission policy and local labor laws.

1. ALLOWANCES:
 - a. Miscellaneous benefit allowance.

in accordance with Mission policy and local labor laws.

VII. TAXES

The Mission emphasizes to its employees the fact that they are obliged to observe Guatemalan Laws, including those concerning income and related tax obligations. Payment of such taxes is a matter between the individual employee and the Guatemalan Government. In the absence of a specific international agreement, the U.S. Government will not withhold local taxes from an employee's salary in accordance with Mission policy and local labor laws.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including contract clause "General Provisions," available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC-CCN - Product Service Code: R497 - Accounting Info: <i>641-MOD-20-HT-000</i>	1	LOT	<u>\$TBD</u>	<u>\$TBD at Award after negotiations with Contractor</u>

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the "Standards of Ethical Conduct for Employees of

the Executive Branch,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>

***** END OF SOLICITATION *****